

## LICENSE APPLICATION— 5-YEAR RENEWAL

PI-1602-5R (Rev 02-06)

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License Application Forms at: <http://dpi.wi.gov/tepd/applications.html>

**FOR INFORMATION CONTACT:**

Telephone No. (608) 266-1027

Voice Mail No. 1-800-266-1027

Web Site: <http://dpi.wi.gov/tepd/>

**WE WANT TO DO AN EXCELLENT JOB FOR YOU. HERE IS HOW YOU CAN HELP.**

- ◆ Use the correct form(s). The PI-1602-5R application is used to renew (or reactivate) a 5-year educator license, request or renew a 5-year substitute license, or request a Master Educator license based on NBPTS certification. To add a new certification to your licensure, you must submit a separate application form (e.g., PI-1602-IS, PI-1602-AD, PI-1602-OS) and application processing fee.
- ◆ Type or print legibly in black or blue ink. Do not submit back-to-back photocopies since pages of this application are separated for processing. **Keep a copy of your entire application and documentation since no documents can be returned to you.**
- ◆ Apply for renewal as soon as possible **after January 1** in the year your license expires. DPI processes over 30,000 applications each year. To avoid backlog and long processing delays, do not wait until the June 30 deadline to submit your application.
- ◆ Mail your application, all continuing education documentation (transcripts, grade reports, PI-1681 forms, PDP completion form, NBPTS documents), PI-1602-A Conduct and Competency Review, and fingerprint cards (if required) **in one complete submission**.
- ◆ Verify the date that DPI received your application by checking the license database at: <http://dpi.wi.gov/tepd/lisearch.html>.

## LICENSE APPLICATION INSTRUCTIONS

- I. **Applicant Information:** Fill in all sections. Primary phone is a number to reach you from 8 a.m. to 4 p.m. Central Standard Time.
- II. **License Renewal and Continuing Education:** **A.** Use this form to request a 5-year substitute license (continuing education not required) OR a Master Educator License (requires NBPTS certification). Eligibility for a 5-year substitute license requires completion of a state-approved educator preparation program. (If you did not complete an educator preparation program but do hold a bachelor's degree, you may apply for a 3-year substitute teaching permit using the PI-1602-EL application form. See FAQs—Substitute Teaching at <http://dpi.wi.gov/tepd/fqlsub.html>.) **B.** Renewal of a 5-year license for all professional school employees depends on completion of the continuing education requirement of six semester credits or the equivalent during the last five years. Credits must be from a baccalaureate or graduate degree granting college or university accredited by an agency recognized by the U.S. Dept. of Education. See <http://ope.ed.gov/accreditation/> to check accreditation. DPI-approved Equivalency Clock Hours may be used for this requirement (30 clock hours of DPI-approved activities equal one semester credit). Transcripts submitted for *technical college courses* must first be verified for clock hour conversion by the technical college registrar. **Attach proof of 6 college credits of continuing education (original transcript or grade report), PI-1681 (equivalency clock hours) forms, a PDP completion form, or your NBPTS certificate or notification letter.** See <http://dpi.wi.gov/tepd/renewal.html> for more information. **C.** If you have not met the continuing education requirement at the time your license expires on June 30, you may apply for a 1-year nonrenewable license. If you have not been employed under a district contract in the previous five years, attach a letter of request from an employing school district to obtain the 1-year nonrenewable license.
- III. **Phonics Training Requirement:** Check one box. Licenses for Elementary, Early Childhood, Reading Teacher, or Reading Specialist cannot be issued until the phonics training requirement is met. See <http://dpi.wi.gov/tepd/fqlphon.html>.

## PAYMENT AND MAILING INSTRUCTIONS

Fee payment of \$100 must be mailed with your application. Since the fee covers the cost of application review and processing, **NO REFUNDS WILL BE MADE**, regardless of whether or not a license is issued. Fee is subject to change without notice.

**CHECK OR MONEY ORDER:** Make payable for \$100 to: Dept. of Public Instruction. Do not mail this page (page 1) if paying by check or money order. Attach the check or money order securely to the front of page 2 (the application page containing your personal information).

**CREDIT CARD:** Fill in account information below. We accept only MasterCard and VISA. We do not accept debit cards. This credit card payment page must have an *original signature* and will be retained by our bank. Since this page is not forwarded to DPI licensing consultants, *be sure that the reverse side does not contain any information* needed to process your application. **Attach this page on top of all other application materials.**

Account Number

 MasterCard[illegible]

Expiration Date

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Month

Year

Amount

**\$100**

Type or Print Cardholder Name

Signature



**MAILING:** Mail (regular 1<sup>st</sup> class U.S. mail only) all application forms, documentation, and payment together to DPI's bank address below.

**DPI Teacher Licensing, Drawer 794, Milwaukee, WI 53293-0794**

The bank will deposit your fee, then courier all materials to licensing consultants for review. **Do not** mail or fax the application to DPI's Madison office.

**LICENSE APPLICATION—  
5-YEAR RENEWAL**

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Web Site <http://dpi.wi.gov/tepd>License application forms are available at <http://dpi.wi.gov/tepd/applications.html>**I. APPLICANT INFORMATION**

Legal Name <i>First</i>		<i>Middle</i>	<i>Last</i>
Previous Name(s)		Social Security Number	Date of Birth <i>Mo./Day/Yr.</i>
Address			P.O. Box
City		State	Zip Code Zip Plus 4 <i>digits</i>
Primary Telephone ( <i>include area code</i> )	Ext.	Alternate Telephone ( <i>include area code</i> )	Ext.
Email Address			Wisconsin Driver's License Number ( <i>Driver Education licensees only</i> )

**II. LICENSE RENEWAL AND CONTINUING EDUCATION** (*To add new grades or subject areas to a license, see note at top of page 1.*)

Begin Renewed License(s) On: July 1, _____	Most Recent Wisconsin Educator License Issue Year _____ Expire Year _____	Current District of Employment OR <input type="checkbox"/> Not Under District Contract
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**Check box B OR C to renew regular licenses. Use Line A only to request a substitute license OR a master educator license.**

- A. ☐ Renew or Issue a 5-year substitute license only. Issue a Master Educator License (Attach copy of NBPTS certificate.)
- B. ☐ I have completed the continuing education requirement (see instructions). Renew my 5-year license(s). (*Also see Section III.*)

**Teachers, Pupil Services, Administrators:** Check the appropriate box(es) below regarding your continuing education.Attach documentation to this application. (*Send legible originals, not fax copies or photocopies. Do not use highlighter on these items.*)**Continuing Education Documents: (6 semester credits, 180 clock hours, or combination OR completion of PDP or NBPTS process):**

Original Transcripts, Grade Reports, PI-1681 Forms ☐ All Attached ☐ Some or All will be mailed separately \*

PDP Completion Form OR NBPTS Certificate/Letter ☐ Attached ☐ Will be mailed separately \*

- C. ☐ I have **not** completed the continuing education requirement. Issue a 1-year **nonrenewable** license. (*Also see Section III.*)

**Were you employed under a district contract in teaching, pupil services or administration in the previous five years?**☐ YES School District Name: \_\_\_\_\_ Position: \_\_\_\_\_☐ NO Because you were not employed under a district contract in teaching, pupil services or administration in the previous five years, you must submit a letter of request from an employing district for a 1-year **nonrenewable** license.Letter of Request from Employing School District: ☐ Attached ☐ Will be mailed separately \***NON-RENEWAL REQUESTS:** If you are licensed in specific grades or subject areas that you **do not wish to renew**, list them below.

\*If any transcripts/grade reports, PI-1681 or PDP forms, or letters are submitted separately, each item must include your name and social security number.  
Mail to: DPI Teacher Licensing, PO Box 7841, Madison, WI 53707-7841. (The application and fee payment must be mailed to the Milwaukee address.)

**III. ALL LICENSEES IN ELEMENTARY, EARLY CHILDHOOD, READING TEACHER OR READING SPECIALIST MUST COMPLETE.**

By state law, persons who **hold a license** (regardless of teaching assignments) for elementary, early childhood, reading teacher or reading specialist (including 5-yr substitute licensees) must have training in the teaching of reading that includes phonics as a method. "Phonics" is defined as teaching reading using letter sounds and sounds of letter groups. *Check the first box if you have had phonics instruction at any time in your professional career (including as an undergraduate). Check the second box if you have not had phonics instruction.*

**PHONICS TRAINING:** ☐ was completed in a previous course, conference, seminar, or workshop. ☐ was not completed.**You must complete a Conduct and Competency Review Form (PI-1602-A) and submit fingerprint cards if required.**

<b>For DPI Use Only</b>		<b>For Bank Use Only</b>	
<input type="checkbox"/> FP	Amount of Remittance <b>\$100</b>	Date Stamp	
<input type="checkbox"/> Conduct			

**CONDUCT AND COMPETENCY REVIEW**

PI-1602-A (Rev. 3-03)

Page 1

Application forms are available at: <http://dpi.wi.gov/applications.html>**ANSWER ALL QUESTIONS**

1. This form **must** be completed and included with your licensing application. Failure to complete this form will delay the processing of your application.
2. **Your signature on this form must be notarized. Most schools have a notary public on staff.**

For purposes of this application, "teaching" applies to all licensed school personnel which includes, but is not limited to, classroom teachers, counselors, social workers, psychologists, administrators, school library media specialists, substitute teachers, special education aides, etc.

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR* <small>Previously Reported</small>	1. Have you ever been disciplined for alleged misconduct in the course of any employment or as a member of any licensed or regulated profession, including but not limited to verbal, physical, or sexual abuse or harassment?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	2. Have you ever resigned, been disciplined or dismissed from any teaching or other school position, in part, for alleged (check any which apply) <input type="checkbox"/> immoral conduct or <input type="checkbox"/> incompetence <i>Definitions on next page.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	3. Have you ever had a certificate or license to teach or perform other school duties denied, revoked or suspended?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	4. Is disciplinary action of your educationally related license or employment currently pending in any jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	5. Have you ever been convicted of violating any civil law, local ordinance, state law, or federal law for actions involving sexual conduct, physical abuse of a child, and/or contributing to the delinquency of a child?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	6. Have you ever been convicted of any criminal offense (including <i>criminal</i> traffic matters, not general traffic violations) in any jurisdiction? (check any which apply) <input type="checkbox"/> felony or <input type="checkbox"/> misdemeanor
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	7. Have you ever participated in a deferred prosecution program resulting from a criminal investigation?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	8. Are you currently on probation in any jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	9. Have you ever been acquitted or found not guilty of a criminal offense involving sexual conduct or harm or threat of harm to another, for reasons of insanity, mental disease or defect, diminished mental capacity or comparable legal defense or basis?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	10. Is any criminal charge or investigation pending against you in any jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PR	11. Have you (or a school district where you worked) ever been a party to a civil settlement, award, or agreement of any kind that involved an allegation concerning <b>your conduct</b> as an educator or in an educationally related position?
12. Carefully read item number 2 of the instructions on the following page to determine whether or not you are required to submit fingerprint cards with your license application. Check the appropriate box(es) below to indicate your response. <input type="checkbox"/> I am required to submit fingerprint cards with my application. <b>Indicate status of cards below.</b> <input type="checkbox"/> Completed cards are enclosed OR <input type="checkbox"/> Cards will be submitted separately. <input type="checkbox"/> I am not required to submit fingerprint cards with my application. I understand that I may be required to supply proof that cards are not required at this time.	
<b>For any "Yes" response to questions 1-11, attach a written 8½" x 11" explanation. Submit certified copies of any criminal complaint and if convicted, a copy of the criminal judgment. Also, submit any other relevant court documents pertinent to any of the questions raised.</b>	

\*If you have reported a "Yes" response on a previous application, check PR (previously reported) instead of Yes on this application **if no further conviction(s) has occurred.**

**IMPORTANT: You must respond to ALL questions 1-12.**

<b>UNDER OATH</b> , I swear that all information on this form and the accompanying license application and documentation are true to the best of my knowledge. Any false statements may result in denial, revocation, or suspension of license.	
<b>I HEREBY AUTHORIZE</b> any of my previous employers, law enforcement agencies, and the courts to release, to the Wisconsin Department of Public Instruction, information which pertains to my responses to questions on this form.	
Name <i>Print or type</i>	Sworn and signed before me this ____ day of _____ in the year _____.
Signature ( <i>Sign in blue or black ink, in presence of a Notary Public</i> ) ➤	_____ Notary Public, _____
Social Security No.**	My commission expires on _____

\*\*Collection of social security number is a requirement of s. 118.19(1m) and (1r). The social security number may be released to the Department of Justice, Department of Revenue, and the Department of Workforce Development. Such information is made available to these governmental agencies for official purposes only.

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**INSTRUCTIONS AND DEFINITIONS**  
**CONDUCT AND COMPETENCY REVIEW FORM (PI-1602-A)**

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The Conduct and Competency Review Form is a screening method to protect children. While the vast majority of educators are not a danger to the safety and education of our children, there are exceptions to the rule. Some people use the profession to have access to children and to prey upon them. Because of these people, the department must investigate the backgrounds of all license applicants. The questions contained in the conduct and competency review form have been developed to alert the department to cases that warrant further investigation. A “yes” answer to a question or an arrest record **does not** automatically make you ineligible for licensure. Each situation is investigated independently and the final decision is made on a case-by-case basis. Your cooperation in protecting our children is greatly appreciated.

1. **Respond to all questions.** We cannot issue a license unless all questions are answered. Use black or blue ink only. *Submitting a fully and correctly completed form with notarized signature will speed processing of your application.*
2. **Fingerprints:** *Read ALL the criteria below carefully. Determine whether fingerprint cards are required in your situation and indicate your response in item 12 of the Conduct and Competency Review.* (If fingerprinting is required, your prints must be prepared on cards obtained directly from the Department of Public Instruction.)
  - If you have worked, resided, or attended college in a state other than Wisconsin, a listed territory (American Samoa, Guam, Puerto Rico, Commonwealth of the Northern Mariana Islands, or Virgin Islands), Canada, or Great Britain in the last twenty years after age 17, **you must submit fingerprint cards** with your license application.
  - Even if you previously submitted fingerprint cards to the Department of Public Instruction **you must submit fingerprint cards again if, since the previous submission, you have worked, resided, or attended college in any of the locations listed above.** (If you previously submitted cards that met approved FBI/CIB standards *and* have not worked, resided, or attended college in any of the locations above since submitting your cards to DPI, then new cards are not required.)
  - If your license application contains a non-Wisconsin mailing address, you must submit fingerprint cards unless the following exception applies. If you have never worked, resided, or attended college in a state other than Wisconsin, a U.S. territory listed above, Canada, or Great Britain you are not required to submit fingerprint cards.

**How to Obtain Fingerprint Cards:** To request cards and instructions from DPI, call 1-800-266-1027 or send an e-mail request to [licensing@dpi.wi.gov](mailto:licensing@dpi.wi.gov). Be sure to include your complete mailing address in your request. You will be sent a Federal Bureau of Investigation (FBI) card and a Wisconsin Crime Information Bureau (CIB) card which are preprinted with DPI's code. Your prints must be prepared, by a law enforcement official, on the two cards provided by DPI.

**NOTE:** Incomplete, or incorrectly prepared cards, will be returned to you for resubmission until they are prepared as specified in the instructions provided. See <http://dpi.wi.gov/tepd/fphelp.html> for instructions on completing the cards correctly, information about fingerprinting services, and an e-mail link for requesting cards from DPI.
3. **Notarization Requirement:** Your signature on the Conduct and Competency form must be notarized. Notary Publics are available at schools, banks, and post offices. Other options include a clerk or deputy clerk of a court of record, a court commissioner, a register or deputy register of deeds, a judge, or a county or deputy county clerk. For more information about notarization see Frequently Asked Questions about notarization at: <http://dpi.wi.gov/tepd/notary.html>.

## Definitions

*“Immoral Conduct”* means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare, or education of any pupil. (Sec. 115.31(1)(c), Wis. Stats.)

*“Incompetence”* means a pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, and which endangers the health, welfare, safety or education of any pupil. (PI 34.35(1)(d), Wis. Admin. Code)

## Reminders

Issuance or renewal of any license or permit by DPI is conditional upon the receipt of a satisfactory background investigation. (Sec. 118.19(10)(e), Wis. Stats.)

All information received from the Federal Bureau of Investigation and the Wisconsin Department of Justice as part of a background check, remains confidential. (Sec. 118.19(10)(f), Wis. Stats.)

You will be notified only if the department determines that the result of the background investigation is unsatisfactory.